

DOE High Performance (R-5) Windows and Low-E Storm Windows Volume
Purchase
Questions (Q) and Answers (A) – Post RFP Edition

Submitting Proposals

Required at the time you submit a product (before Feb. 19 deadline)

1. A brief letter from an officer in your company stating that the requirements of the program are understood and there is an agreement to meet those requirements. (Note: this is not the Memorandum of Understanding).
2. A completed Bid Sheet (provided with the RFP) containing the necessary information about all products you would like to have admitted to the program.

Required to get the products on the DOE Volume Purchase website (any time)

1. Documentation of the certification requirements (see item #1 under Questions)
2. Your website URL and any other information associated with the URL which will allow us to link interested buyers to you.
3. A signed Memorandum of Understanding.

Required after your website URL appears on the DOE Volume Purchase website

1. Honor any orders that meet the minimum order requirements.
2. Track and report all sales that come through the DOE Volume Purchase program and submit sales information on the Reporting Form (provided by PNNL) no later than the 10th business day of each month.

Sample Bidding Process

The most important idea to keep in mind when bidding is that PNNL needs to have a single, invariable maximum price for every product in the program. We cannot accept ranges of prices for one product. It's okay to simplify the bids into categories as long as there is only one price attached to each product in the end. Below is an example of a vendor's bid into the program.

Manufacturer A

Double Hung	Vinyl	36 x 60	\$220
Double Hung	Vinyl	36.5 x 60	\$222
Double Hung	Vinyl	37 x 60	\$223
Double Hung	Vinyl	38 x 60	\$224
Double Hung	Vinyl	39 x 60	\$228

While it's possible to bid each of these products individually, it may be easier to group some of them. One obvious method is to group all products with the same price. The bid sheets which were provided allow vendors to bid in sizes (h x w) or by united inches (UI) category. When bidding by UI category, the **maximum** price within that UI is provided. For example, based on the above bid by size from manufacturer A, a UI bid could be:

Double Hung	Vinyl	96-97 UI	\$223
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Double Hung	Vinyl	98-99 UI	\$228
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Or, alternatively, for a broader category (or range) of UI, the bid could be:

Double Hung	Vinyl	96-99 UI	\$228
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In this way the vendor is allowed to sell products in the 96-97 UI category for less than (but no more than) \$223 or products in the 96-99 UI category for less than (but no more than) \$228.

What is not acceptable as a bid is a range of prices by either size or UI category. For example:.

Double Hung	Vinyl	96-99 UI	\$220-228
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Products bid with a price range will be considered a non-responsive bid.

Questions

Posted Feb. 12, 2010

1. Q. How will this program affect our existing warranties?

A. *You must have an express warranty covering glass materials for 20 years and other components for 10 years. Beyond this you may structure your warranties in any way. They may be limited or unlimited. Because you cannot obligate buyers to purchase installation services you may wish to have different warranties for those who choose to purchase installation and those who don't. You could even have specific warranties that only apply to products sold through this program.*

2. Q. Will there be any public funding available for purchases?

A. *No.*

3. Q. May we use lab reports from independent testers to satisfy the NFRC requirement?

A. *Lab reports are used to verify the NAFS-05 and ANSI 1002.10 requirements only. NFRC must verify all work done by testers before certifying a product. Therefore we must have NFRC's CPD# for a product to satisfy this requirement. When sending lab reports for the NAFS and ANSI requirements, you only need to send the summary page and the signed page for each product.*

4. Q. What is the preferred way to format bids based on UI?

A. *Ideally you should bid each window into the program individually. However, if you have too many different sizes it may be easier to group them by UI bins. You only need one product to bid into a given bin, but all products in that bin must be sold equal to or less than the bid price, so remember to bid the highest price of the group. To bid products over 100 UI please give a single price/UI over 100. For example, if you bid \$2.80/UI over 100 we will use the base price from the 91-100 UI bin plus \$2.80 for each UI over 100.*

5. Q. When will the website with qualified vendors' prices be shown?

A. *The current target to show vendors and their products (i.e., vendors' URLs) is in early April. After the Feb. 19th deadline has passed PNNL will begin verifying all of the submittals to determine which vendors and products will be allowed onto the site. Qualified vendors will be contacted and a conference call will be scheduled to exchange important information between the vendors and PNNL. After all qualified vendors have met and understand all of the requirements of the program the volume purchase program website will become live.*

6. Q. Do we need to fill out separate bid sheets for new and retrofit windows?

A. *You only need separate bid sheets if you intend to use different prices for new and retrofit windows. If new and retrofit windows are the same price, you may fill out just one sheet and we will reflect these prices in the maximum price ranges used for both new and retrofit windows.*

Posted Jan. 26, 2010

7. Q. Are we obligated to stay in the program for twelve months?

A. *The intention of the program is for participating vendors to remain involved for 12 months. However, there is no contractual obligation to do so, and both the vendor and the administrators of the program may terminate the agreement at any time.*

8. **Q.** Can I limit the area I sell to? For example, sell regionally?

A. *The prices you will use in the program will not include the cost of shipping and installation. The buyer is responsible for doing the research to find the most cost-effective way of having the windows shipped and installed. If you do not distribute throughout the country, a buyer would need to pay for the cost of shipping from your area and will likely seek other windows nearby.*

9. **Q.** Is there a minimum order for storm windows?

A. *We inadvertently omitted this minimum in one of our updates. The minimum order number for storm windows is five.*

10. **Q.** Is it true that we will need to price our windows within \$4/ft² of double pane windows in order to be accepted into the program?

A. *The premium of \$4/ft² was set as a goal for the program to successfully induce buyers to invest in higher performance windows. There is NO limit to the prices you may bid into program for your products.*

11. **Q.** Do you have a template to use for the URL link we will give you to our site?

A. *There is no template for the URL you provide us. You are free to create your website however you like.*

12. **Q.** Are we allowed to add products after the program begins?

A. *You may add and remove products at any time after the program begins as long as they fall within the product categories requested. For example, you may not add skylights to the program since that window product was not included in the categories.*

13. Q. The bid sheets only allow for 50 products. What if we have more?

A. *You can describe similar products which differ only in size by using united inches (UI). This allows you to categorize many of your products with just one description. For example, you could use the 71-80 UI bin to describe all of the products of a given type which fall within this bin. The only time you need to use a separate description is if there is some change in CPD#, price, or performance (e.g. different u-factors or air leakage). If you still need more than 50 lines, then copy the bid sheet multiple times and give each bid sheet a different name.*

Posted Jan. 6, 2010

14. Q. What information is required to document certification of the products we bid into the volume purchase program?

A. *For R-5 products:*

- a) We need the following information to identify products in the NFRC certified product directory (CPD):*
 - 1. Product Line number*
 - 2. CPD#*
- b) Photocopied or scanned documents of NAFS ('05 or more recent version) compliance from an independent, third-party tester.*

For storm windows:

- c) All glass materials must be registered in the International Glazing Database*
- d) Photocopies or scanned documents of ANSI 1002.10 ('93 or more recent version) compliance from an independent, third-party tester.*

15. Q. If a customer is located in a dealer/distributor territory, that dealer will have higher prices than what is offered directly by the manufacturer. Should our submittal account for this difference?

A. *Anyone who bids a product into the program is responsible for selling the product at a price that does not exceed the bid price. There are a number of different strategies possible for allowing manufacturers to work through their distributors (e.g. having the distributors bid into the program).*

16. Q. Do we need to show our prices on the URL which we give to the program?

A. *You are allowed to show Volume Purchase Program product information on your web site in any manner you choose as long as you meet the requirements of the program.*

17. Q. Do the bid prices include installation?

A. *No. Prices are the same as you would see on display in any retail store. Bid prices do not include taxes, delivery, custom orders, additional features (e.g., grids), or installation.*

18. Q. Are there any costs to be on this list, or any fees associated with sales generated through this RFP?

A. *There are no costs or fees to the vendors associated with the DOE Volume Purchase Program.*

19. Q. Do we need to be part of the US General Services Administration to be on the list?

A. *No.*

20. Q. DOE anticipates a \$4/sf premium to go from current Energy Star products to an R-5 value. Where does this estimate come from?

A. *Analysis was performed for high performance windows installed in a typical residential building situated in a northern climate zone. Based on the estimated differences in heating costs between using R-5 and R-3 windows, an approximate \$4/sf premium was set as the goal which would justify the increased initial investment by the building owner for R-5 windows.*

21. Q. Does participation in this program allow the listed products to avoid going through other state and local government competitive bid processes?

A. *The DOE Volume Purchase Program RFP is not a traditional competition where winners are chosen based on having the best prices or scoring the most points. The Program will allow any qualified vendor to list products regardless of prices and then advertise those prices publicly. Public agencies which are required to go through a competitive process before purchasing will still be required to do so.*

22. Q. Is the program part of the American Recovery and Reinvestment Act (ARRA) and are products therefore required to qualify for the Made in America under Buy American rules?

A. *This program is not related to the ARRA.*

23. Q. Are we required to sign an additional contract after being approved for the program?

A. *We do not anticipate having approved vendors sign any other documents or contracts to be entered into the program.*

24. Q. There are different ways which we identify our products. What model numbers should we use for the submittals?

A. *The model numbers will be used primarily to check certifications. Whatever numbers are used with the various certified product directories (such as NFRC) need to be given to us. See Question #1.*

25. Q. Do manufacturers located in a HUB zone receive additional benefits as they do for most federal contracts?

A. *HUB zones allow some benefits to qualified merchants who are competing for a place in a government-sponsored program. These zones*

are not applicable to the DOE Volume Purchase program, which allows all entry to all vendors who meet the requirements of the program.